Contact Information

Email: EPath@state.sd.us

Sales, Use and Contractors' Excise Tax Returns:
    Phone 1.800.928.9188
    Email: bustax@state.sd.us

911 Emergency Surcharge Returns:
    Phone 1.800.829.9188
    Email: dor.911@state.sd.us

Motor Fuel Returns:
    Phone 605.773.4109

File and Pay at:
http://sd.gov/epath
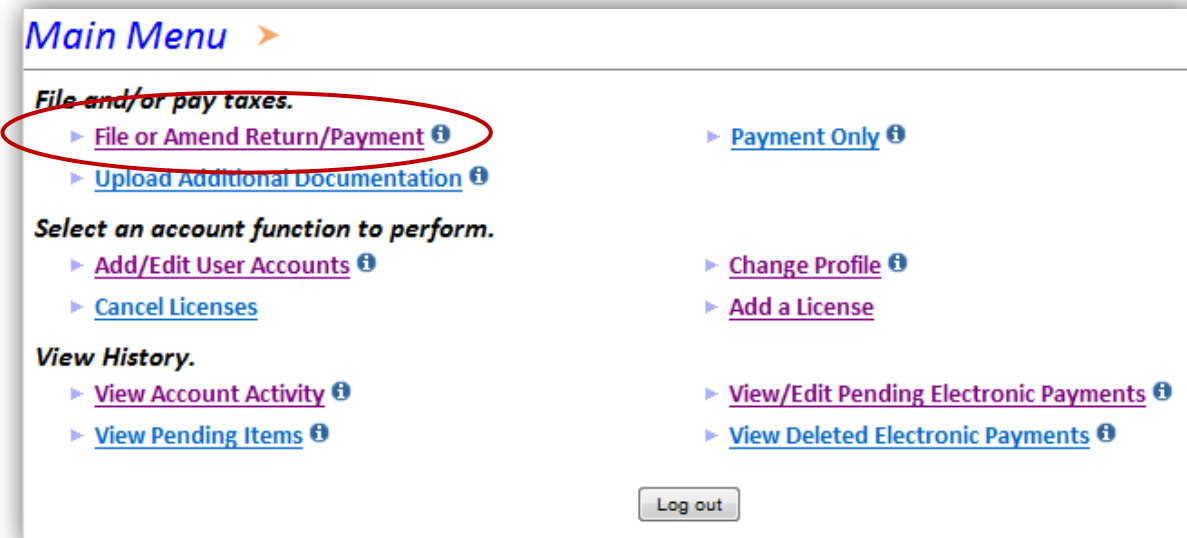
File Return/Payment

- File a Return – Use this to file a return for any reporting period listed under this option
- Amend a Return – Use this to amend a previously filed return for any reporting period (for information see the Help for Amending a Return.)
- Edit a Saved Return – Use this to complete and submit a return you started but did not finish.

1. Select File or Amend Return/Payment from the EPath Main Menu.
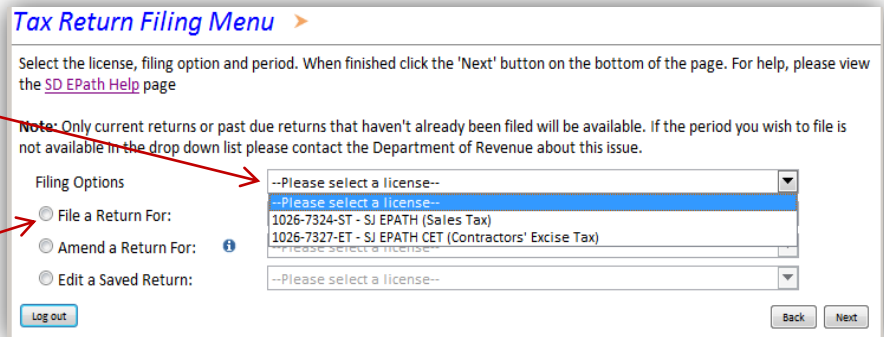
From this option you may file the original return or an amended return and submit a payment.

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2. Select the license number.
Use the drop down box to display all licenses in your EPath account.

> ## Tax Return Filing Menu ➤
>
> Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page. For help, please view the SD EPath Help page
>
> **Note:** Only current returns or past due returns that haven't already been filed will be available. If the period you wish to file is not available in the drop down list please contact the Department of Revenue about this issue.
>
> Filing Options   --Please select a license-- ▼
> ○ File a Return For: --Please select a license--
>   1026-7324-ST - SJ EPATH (Sales Tax)
>   1026-7327-ET - SJ EPATH CET (Contractors' Excise Tax)
> ○ Amend a Return For: ⓘ   --Please select a license-- ▼
> ○ Edit a Saved Return: --Please select a license-- ▼
>
> Log out   Back   Next

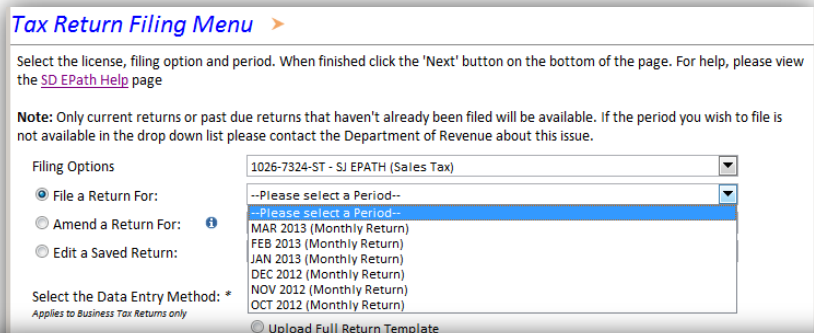**3. Select File a Return, Edit a Saved Return, or Amend a Return.**

Edit a Saved Return – All returns started, but not submitted, will show in the drop down box.
When you open a return, it is automatically saved. If you do not complete and submit the return, you may access it through Edit a Saved Return. You may change, delete, or add information necessary to complete the return and payment.

File a Return – All returns due or past due will show in the drop down box.

4. Select the reporting period to file.

All returns are automatically saved.

> ## Tax Return Filing Menu ➤
>
> Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page. For help, please view the SD EPath Help page
>
> **Note:** Only current returns or past due returns that haven't already been filed will be available. If the period you wish to file is not available in the drop down list please contact the Department of Revenue about this issue.
>
> Filing Options   1026-7324-ST - SJ EPATH (Sales Tax) ▼
> ● File a Return For: --Please select a Period-- ▼
>   --Please select a Period--
> ○ Amend a Return For: ⓘ   MAR 2013 (Monthly Return)
>   FEB 2013 (Monthly Return)
> ○ Edit a Saved Return: JAN 2013 (Monthly Return)
>   DEC 2012 (Monthly Return)
> Select the Data Entry Method: *   NOV 2012 (Monthly Return)
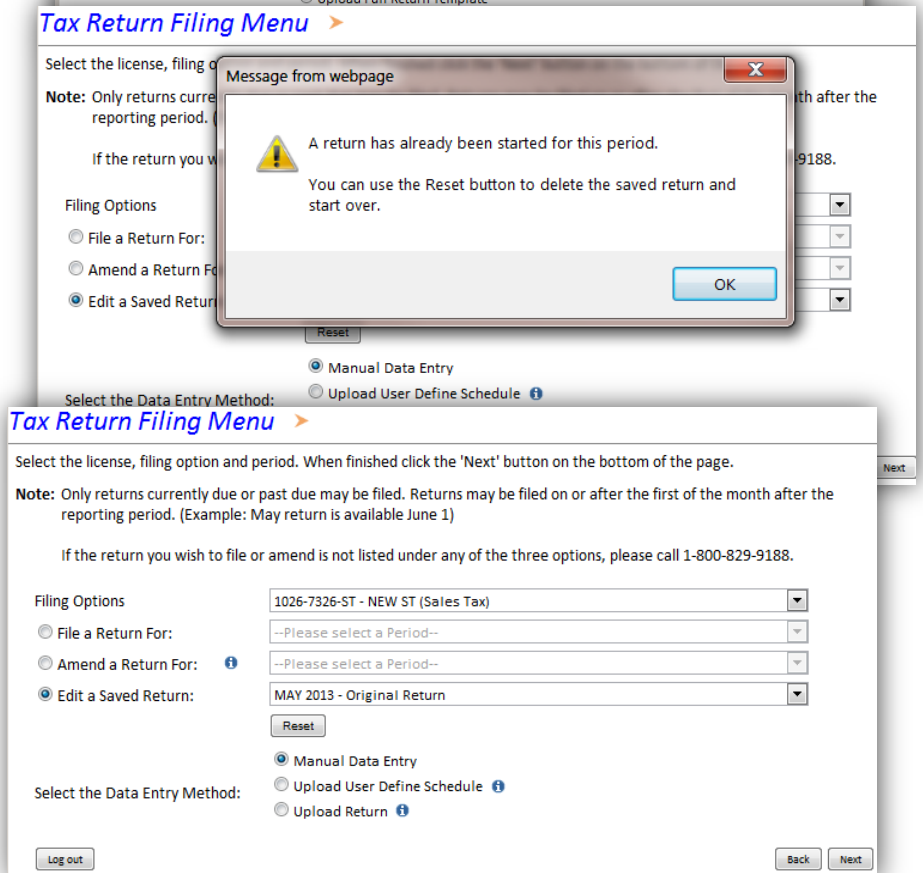> *Applies to Business Tax Returns only*   OCT 2012 (Monthly Return)
>   ○ Upload Full Return Template

If you select a return that was previously started, but not submitted, you will be given an option to "Reset" the return, which means all previously entered amounts will be removed.

> ## Tax Return Filing Menu ➤
>
> Select the license, filing o...
>
> **Note:** Only returns curre...th after the
> reporting period. (...
>
> If the return you w...9188.
>
> ┌───┐
> │ Message from webpage   [X] │
> │   │
> │   ⚠   A return has already been started for │
> │   this period.   │
> │   │
> │   You can use the Reset button to delete │
> │   the saved return and start over.   │
> │   │
> │   [OK]   │
> └───┘
>
> Filing Options
> ○ File a Return For:
> ○ Amend a Return Fo...
> ● Edit a Saved Retur...
>   Reset
>   ● Manual Data Entry
> Select the Data Entry Method: ○ Upload User Define Schedule ⓘ

To Reset, or remove any previously entered data, Click OK, Click Reset, Click OK, then select File a Return and select the return.

> ## Tax Return Filing Menu ➤
>
> Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.   Next
>
> **Note:** Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)
>
> If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.
>
> Filing Options   1026-7326-ST - NEW ST (Sales Tax) ▼
> ○ File a Return For: --Please select a Period-- ▼
> ○ Amend a Return For: ⓘ   --Please select a Period-- ▼
> ● Edit a Saved Return: MAY 2013 - Original Return ▼
>   Reset
>   ● Manual Data Entry
> Select the Data Entry Method: ○ Upload User Define Schedule ⓘ
>   ○ Upload Return ⓘ
>
> Log out   Back   Next

To continue with the return as previously started click okay, select the Data Entry Method, and click Next.

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5. Select the Data Entry Method.

> ▷ Sales, Use, and Contractors' Excise Tax:
>   - o Manual Data Entry – you type in all information on the return
>   - o Upload User Define Schedule – use a .csv or .txt file to upload data on the return that contain that uses a "Code" such as the special jurisdiction tax or city taxes. You will manually enter date for gross sales, use tax and deductions.
>   - o Upload Return – Use a template provided by the Department to upload the entire return or any part of the return, manually enter any data that is not included in the upload.
>
>   See EPath Help Guides for Upload instructions.
>
> ▷ MOTOR FUEL: - Upload File Containing Data or Manual Data Entry
>
> ▷ 911 Emergency Surcharge licenses - Select Next, an upload option for E9 licenses is provided for the 911 Emergency Surcharge data on the next page.

6. Enter Return Data for Sales, Use and Contractors Excise tax returns

No receipts to report? Click No after the question "Do you have anything to report for this period?" then click next. You will go directly to the return summary page, click next and enter your password to submit a return indicating "0" receipts. If the return is filed late, you may have a penalty charge, if so the penalty will show on the summary and you will be asked for payment information prior to submitting the return.

Filing Activity	
If you have nothing to report on this return select 'No', then select 'Next'	
Do you have anything to report for this period?	⊙ Yes ○ No
A. Sales & Use Tax	Amount

Section A. Sales and Use Tax

If you have Special Jurisdiction taxable receipts to report - see the Help Guides for Special Jurisdiction Reporting. If you uncheck the Special Jurisdiction box #4, all amounts will be removed from the special jurisdiction taxable column.

Tax amounts are calculated for you.
- Calculate will calculate and display the tax due amounts.
- Next – will calculate and go to the next screen.

Line 5 is Line 1 plus line 2 minus line 3 minus all amounts reported under the Special Jurisdiction listings.

Line 6 is a total of the tax due for Special Jurisdiction Reporting plus Line 5.

Sales and Use Tax Return ➤ FILING DEC 2012 RETURN FOR: 1026-7324-ST

Main Menu
Logout

A. State Sales Tax ➤
B. City Tax
C. Other Tax
Return Summary
Payment Method
Make Payment
Verify Info

Sales and Use Tax

Filing Activity				
If you have nothing to report on this return select 'No', then select 'Next'				
Do you have anything to report for this period?		⊙ Yes ○ No		
A. Sales & Use Tax		Amount		
1. Gross Sales ⓘ		100,000.00		
2. Use Taxable ⓘ		7,000.00		
3. Non-Taxable Sales ⓘ		3,000.00		
4. ☑ Do you have taxable amounts to report for Special Jurisdictions (Indian Country including Reservations)? ⓘ				

Special Jurisdiction Reporting	Taxable	Code	Rate	Tax Due
Cheyenne-ST ⓘ	20,000.00	408-4	4.00%	$800.00
Crow Creek-ST ⓘ	0.00	417-4	4.00%	$0.00
Oglala (Pine Ridge)-ST ⓘ	0.00	411-4	4.00%	$0.00
Rosebud-ST ⓘ	0.00	412-4	4.00%	$0.00
Standing Rock-ST ⓘ	0.00	413-4	4.00%	$0.00
5. State Sales and Use Tax ⓘ	$84,000.00		4.00%	$3,360.00
6. Total Sales and Use Tax Due				$4,160.00

Calculate   Back   Next

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B. City Tax

All cities reported on your last return will be displayed on the current return.

If your city is not listed you may add the city by:
- Typing the city name in the Add a City box,
- Use the drop down list to select your city, or
- Entering the first 3 digits of the city code in the Add a City box

Enter the taxable amounts and click Add. The city and tax amounts will display in the city schedule.

If you Uncheck the Municipal Gross Receipts box all amounts entered under the Municipal Gross Receipts Taxable will be removed.

If you do not want the city displayed in the future, click the box to the right of the city name and click remove. You may remove multiple cities at a time.

> If you owe Municipal Gross Receipts Tax, Check this Box.
> This will display the MGRT rate for each

C. Tourism/Other Taxes

Enter taxable amounts for tourism and other taxes, and click next.
If you do not owe tourism or other taxes, click next to go to the return Summary.

Return Summary

This display all amounts reported on the return. If any amounts are wrong, select the section to change from the side menu or use the back button to go back and correct.

Payment Method

Select Payment Method and Enter Payment Information

For information on payments see Help for Payments

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Verify Info and Submit Return

You can view the full return in PDF format before and after you submit the return.

To view and print click "View/Print Full Return".

Verify Information

Main Menu
Logout

A. State Sales Tax
B. City Tax
C. Other Tax
Return Summary
Payment Method
Make Payment
Verify Info

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.
To submit your Return read the 'Filing Agreement', enter your login password, and click the 'Submit' button.

Return Information

License:	1026-7324-ST	Period:	12/2012
Name:	ST HISTORY	Due Date:	1/24/2013
File Code:	Non-Filer	Return Type:	ST - Original

		Total Tax Due:	$4,318.50
		Interest/Penalty:	$701.75
View/Print Full Return		Total Due:	$5,020.25
		Payment Type:	ACH Debit

Payment Information

Payment Type:	Checking	Routing Number:	*****0000
Payment Date:	7/5/2013	Bank Account:	**********
		Amount:	$5,020.25

Filing Agreement

By rekeying my login password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.

Login Password: [   ]

[Back] [Submit]

To submit a return: Enter your Login Password on the Verify Information page under the Filing Agreement. When submitted a confirmation page will displayed. Print the confirmation page for your records.

Confirmation Information

Confirmation

Confirmation Number: **1154116645002461**
Date Submitted: **Jun 26, 2013 3:41 PM**

Return

License: **1026-7324-ST**
Period: **12/2012**
Return Type: **ST - Original**
Return Due Date: **Jan 24, 2013**
Total Amount Due: **$5,020.25**
View/Print Full Return

Payment

ACH Debit – The Department will withdraw $5,020.25 from your account on Jul 05, 2013

License: **1026-7324-ST**
Payment Date: **7/5/2013**
Account Type: **Checking**
Bank Account Number: **************
Routing Number: *******0000**
Payment Amount: **$5,020.25**

[Print] [Main Menu]

Printed return from Confirmation Page

Sales & Use Tax Return

1026-7324-ST   Reporting Period: 12/2012
ST HISTORY   Return Due: 01/24/2013
EPATH EXAMPLES
445 E CAPITOL AVE
PIERRE, SD 57501-3100
Confirmation Number: 1154116645002461

A. Sales and Use Tax			Rate	Tax Due
1. Gross Sales		$100,000.00		
2. Use Taxable		$7,000.00		
3. Non-Taxable Sales		$3,000.00		
4. Special Jurisdictions (Indian Country, Reservations)				
Cheyenne		$20,000.00	4.00%	$800.00
5. State Sales and Use Tax		$84,000.00	4.00%	$3,360.00

B. City Tax						
City	Taxable	Code	Rate	Taxable	Code	Rate	Tax Due
Eureka	$200.00	115-2	2.00%				$4.00
Pierre	$5,000.00	284-2	2.00%	$5,000.00	284-1	1.00%	$150.00
Total City Tax Due							$154.00

C. Tourism Tax				

D. Other Taxes				
Motor Vehicle Leasing		$100.00	4.50%	$4.50

E. Totals		
Total Tax Due		$4,318.50
Interest		$269.90
Penalty		$431.85
Total Due		$5,020.25

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